

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for February 1983

Chief, Human Resources Management  
Division, OC

EXTENSION

NO.

OCHRM M83- 093

DATE

08 MAR 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
D/CO

08 MAR 1983

2.  
OC-EXA

10 MAR 1983

3.  
OC-P&B

14 MAR 1983

4.  
OC-IMS

5.

6.

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13.

14.

15.

SECRET

OCHRM M83-092

14 FEB 1983

MEMORANDUM FOR: Director of Communications

FROM: 

Chief, Human Resources Management Division, OC

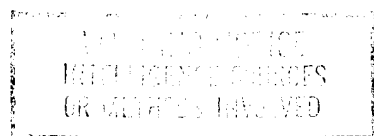
SUBJECT: Monthly Report for February 1983 

1. Early in February, the Office was advised by the DDA that EOD allotments for the remainder of FY-83 had been significantly reduced because of less-than-expected attrition in January and the conversion of part-time employees to full-time in some Directorates. The allotment for OC was revised as follows: March - 10; April - 10; May - 10; June - 12; July - 12; August - 19; September - 19. Given this reduction, it is possible that the Office will be 50 under strength at the end of FY-83.

2. As was reported in January, the DDA concurred with an OC request that OP reestablish a task force to recruit Telecommunication Specialists and Technicians. Unfortunately, OC-HRMD was subsequently advised by OP that a task force cannot be implemented until spring at the earliest. In the interim, OC-HRMD has been providing support to the Washington Area Recruiting Office, and others, by providing personnel on recruiting trips to brief and assist with interviewing prospective applicants. The OP recruiters have indicated appreciation for this support and OC views it as beneficial to the recruitment effort.

3. A total of 21 Panel D and 29 Panel N applicants were interviewed/tested in February. Of these totals, 15 Panel D and 18 Panel N candidates were continued in processing. At the end of the month, the Office was 62 people under strength. Of that figure, Panel D was under strength by 37 and Panel N was down 13 people.

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25X1 SUBJECT: Monthly Report for February 1983 [ ]

25X1 7. The new TCA EOD track was finalized and commenced with Class 2-83 on 22 February. The revised track will enable CTB to offer four runnings yearly, vice three, while at the same time shorten the length of the training from 29 to 23 weeks. All students will now receive field station training and take part in the comprehensive exercise. [ ]

25X1 8. The Employee and Dependent Assistance Center Coordinator is planning a seminar for OC spouses who are returning overseas this summer. Topics to be discussed include legal questions and issues, [ ] travel and transportation, allowances and problems encountered during family separations. The seminar will be held on 22 April 1983 [ ]

25X1 9. OC-FND representatives [ ] visited CTB on 18 February. [ ] briefed the CTB staff on [ ] outage and its aftermath, including recommendations to be considered to preclude a recurrence of such a situation. CTB is reviewing the level and tenor of its contingency and emergency training. [ ]

25X1 10. The pilot running of the WANG Limited Maintenance Course (TEC-416) commenced on 14 February. Although the lesson plan and course material are as yet incomplete, the course is progressing smoothly. Two more runnings were scheduled for 29 February and 28 March to meet immediate training needs. Further courses will be scheduled after the objectives and lesson plan are finalized. [ ]

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25X1 SUBJECT: Monthly Report for February 1983 [REDACTED]

25X1

25X1 12. TCA class 2-83 commenced on 22 February with [REDACTED]  
25X1 training. A total of 33 students participated. [REDACTED]  
25X1 [REDACTED]

Distribution:

Original - D/CO, EXA, P&B, OC-IMS

1 - OC-CSD

1 - OC-DND

1 - OC-ED

1 - OC FND

1 - OC-PS

25X1

1 - [REDACTED]

1 - OC-HRMD/CTB

SECRET